



# CITY OF ATLANTA

## Job Announcement

### PARKING METER PROGRAM MANAGER

**STARTING SALARY: \$51,739**

**Salary Grade: 27**

**Applications Accepted From: April 11, 2005 until vacancies are filled or until April 22, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have Bachelor's degree in Business/Public Administration, Finance, Public Policy, or related field; Master's preferred, and five years of experience in program management, parking enforcement management, collections management, or related field or any equivalent combination of education, training and experience which provides requisite knowledge, skills and abilities for this job.

#### **Licenses and Certificates**

Applicants must possess a valid Georgia Driver's License and must remain valid while employed in this position.

#### **Duties of the Job:**

This employee provides supervision for the work activity of the Parking Meter Enforcement and Collection Program, ensuring that all aspects of the program from collections to reporting are completed efficiently and comprehensively without error or loss of funds; ensures that bi-weekly collection of funds are completed and reported accurately; compiles and presents final monthly reports as required; ensures the correlation of revenue collection and field audit information; supervises the Parking Meter Program Officer; ensures that collection and maintenance reports are properly prepared by employees of the program; ensures that the Parking Meter Program Officer conducts the inventory of on street parking throughout the City; performs other duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED OR HIGHLY QUALIFIED.**

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE**

**\*\*Verification required prior to appointment.**